

# **Constitution of Graduate Meteorology Club at Iowa State University**

## **Article I – Name**

The name of this organization shall be the Graduate Meteorology Club at Iowa State University (a.k.a. “GMC”).

## **Article II – Purpose**

The Graduate Meteorology Club at Iowa State University is designed to foster the growth of operational and research meteorological interests at the graduate level at Iowa State University. The club shall work with the Student Chapter of the American Meteorological Society at Iowa State University to provide the community with a social and scientific point of contact for meteorological interests. The club shall encourage collaborative research among its members and engage in education on the latest developments in the various branches of atmospheric science. The club shall provide outreach services to both the meteorology undergraduates and the community as a whole to strengthen professional connections between scientists and the community.

## **Article III – Statement of Compliance**

The Graduate Meteorology Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Graduate Meteorology Club at Iowa State University agrees to annually complete President’s and Treasurer’s Training.

## **Article IV – Non-Discrimination Statement**

Iowa State University and The Graduate Meteorology Club at Iowa State University do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article V – Membership**

### Section 1: Requirements

- a. Membership shall be open to all registered students at Iowa State University.
- b. A member in good standing<sup>1</sup> is a member whose dues are paid and who has no outstanding debts to the club. Before dues are assessed, all members are considered to be in good standing.
- c. The designation of honorary member may be appointed to an individual who holds the following relations to a current Graduate Meteorology Club member, or satisfies the given condition:
  - i. Spouse or significant other
  - ii. Close friend
  - iii. Former Graduate Meteorology Club member

### Section 2: Removal

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. Repeated (2) violations like those listed above, without a good faith effort to remediate the actions (if acceptable), by a member or honorary member will result in their removal from the organization.
  - i. Severe transgressions such as sexual assault, hate crimes, etc. can result in immediate expulsion from the group regardless of the number of previous violations.
- c. A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by contacting/emailing an officer of the organization and requesting to discuss their concerns at an officer meeting.
  - i. Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
  - ii. If the member being removed is the President, the formal call for removal should be submitted to the advisor. The advisor shall gather the remaining cabinet to meet in the manner stated in Article V, Section 2, Clause c, Statement i.
- d. Membership may be revoked by a majority vote of club membership present at the voting meeting.
  - i. Voting will be conducted by secret ballot<sup>2</sup> at a general meeting. A quorum must be present at this meeting.
  - ii. The member in question must be provided a summary of the reasons for removal at least ten (10) days in advance of the general membership vote. The member will be given the decision to rescind their membership or allow the information to be disseminated to the rest of the club as specified in statement iii.
    1. If the member chooses to rescind their membership, no special meeting will be held and the information regarding the removal shall not be disseminated to the general club population.

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<sup>1</sup> Good standing means that an individual is meeting university guidelines for being a student, meeting graduate college guidelines as a graduate student, as well as having paid dues by the time frame established in Article VI Section 3.

<sup>2</sup> A secret ballot is one that is conducted blindly through the use of anonymous paper slip balloting or another method of a similar nature

- iii. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- iv. The evidence will be presented to the meeting attendees, then the member in question will be allowed to speak to the membership for a maximum of 10 minutes before voting occurs. The President or Advisor has the discretion to extend the maximum allowable speaking time if the situation necessitates it. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- e. The member in question may attempt to appeal the results of the vote by contacting the advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
  - i. A member who rescinds their membership automatically waives their right to the appeals process.
- f. The member in question may request a membership reinstatement 6 months after removal.
  - i. The member must submit a written request for reinstatement to the officers.
  - ii. Officers must reach a unanimous vote through a show of hands to reinstate the member.

## **Article VI – Officers**

### Section 1: General Information for Members Seeking Office

- a. Members seeking office:
  - i. In the case of the president, vice president, and treasurer, they are expected to have attended at least 5 of the monthly meetings the prior year, barring class and research meeting conflicts, as well as having attended a majority<sup>3</sup> of social events
  - ii. In the case of the social chair, they are expected to have attended at least 4 meetings and a majority of the social events
  - iii. In the case of the community liaison, they are expected to have attended at least 4 meetings and a majority of community outreach events
- b. All officers must be members in good standing for their entire term of office.

### Section 2: Officer Positions and Duties

- a. All officers shall:
  - i. In the interim period between the election and succession of office, officers shall teach officer-elects of their duties and pass on critical information related to the club
- b. The president shall:
  - i. Preside at club meetings
  - ii. Arrange the agenda and the speakers at meetings
  - iii. Represent the club to the University and to other organizations
  - iv. Coordinate or delegate the coordination of special events, and/or the arrangement of trips

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<sup>3</sup> The definition of “majority” for Section 1 and 2 shall be left to the discretion of the general club population

- v. Serve as liaison between the club and the faculty advisor
- vi. Serve as liaison between the club and the Student Activity Center
- c. The vice president shall:
  - i. Preside at club meetings in the absence of the president
  - ii. Assist the president with club duties
  - iii. Serve as chair for the annual student poster session at the end of the Fall semester
  - iv. Partner with the Treasurer to organize fundraising efforts (e.g., Better World Books)
  - v. Facilitate the design, vote, and ordering of club apparel
  - vi. Act as the club's Risk Management Officer to:
    - 1. Help minimize potential risks for club activities,
    - 2. Recommend risk management policies or procedures,
    - 3. To submit documentation to ISU's Risk Management Office, and
    - 4. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- d. The treasurer shall:
  - i. Keep the financial records of the club
  - ii. Keep attendance records of the monthly and special club meetings
  - iii. Apprise the membership of the financial status of the club
  - iv. Serve as secretary and shall keep minutes at each meeting
  - v. Assume the president's duties when the president and vice president are not present
  - vi. Organize fundraising events for the club
- e. The social chair shall:
  - i. Keep the membership informed about social events of interest
  - ii. Coordinate planning of events with other club members, including tailgates
  - iii. Poll the club once a semester regarding the interests and disinterests of club-sanctioned social events
  - iv. Attend the majority of club-sanctioned social events
  - v. Reach out to new members to build comradery and make them feel welcome
- f. The Community Liaison shall:
  - i. Plan and execute department and community outreach events
  - ii. Act as the bridging officer between Iowa State's Student AMS Chapter and the Graduate Meteorology Club
  - iii. Act as the bridging officer between the Graduate Meteorology Club and local professional organizations (e.g., Central Iowa National Weather Association)
  - iv. Attend the majority of club-sanctioned outreach events

### Section 3: Elections

- a. Quorum shall consist of a simple majority of members in good standing.
- b. Voting may not take place at a meeting unless a quorum is present.
- c. Honorary members will not be allowed to vote in elections
- d. The club shall hold regular elections near the end of the spring semester for the coming school year. The elections shall take place at a regular club meeting which shall be announced to all members in good standing via e-mail.

- e. Nominations shall take place at the meeting prior to the election meeting. Any member in good standing may be nominated to fill an office. A nomination may be declined if the nominated member is unwilling or unable to serve.
- f. The president and/or the advisor shall preside over the election. The election vote shall take place by secret ballot.
- g. The advisor shall not vote in elections, while the president shall abstain from voting under normal circumstances.
  - i. An abnormal circumstance could be, but is not limited to, a runoff election
- h. The candidate receiving a simple majority of votes shall be declared the winner. If there is no candidate receiving a simple majority, a runoff election<sup>4</sup> shall be held between the top two receivers of votes. In the case of a tie, the president shall cast the deciding ballot.
- i. The term of office shall be from the first day of a school year until the day before the first day of the following school year.
- j. If an office becomes vacant during a term, a special election shall be held at the next regular club meeting to fill the vacancy. Before the special election is to take place, the officers shall seek nominations.

#### Section 4: Impeachment/Removal

- a. An officer may be removed from office if found to be negligent in their duties stated in Article VI, Section 2.
- b. A petition presented to the club president (or advisor, in the case of attempted removal of the club president) with signatures from a simple majority of members in good standing shall be sufficient to call a special meeting for purposes of removal.
- c. The club president (or advisor, in the case of attempted removal of the club president) shall decide on a time within the next seven days for a special meeting to be held. At least two-thirds of the club's members in good standing must be present, or the meeting must be rescheduled.
- d. The highest-ranking officer of the club who is neither being petitioned for removal nor bringing forth the petition for removal shall preside at the meeting. If this is impossible, then the club advisor or a member in good standing who is not bringing charges shall preside at the meeting.
- e. After all parties wishing to speak have been allowed time, the members in good standing shall vote by secret ballot. The advisor, the member bringing forth the charges, and the officer charged with being removed may not vote. If two-thirds of the members in good standing of the club vote to remove, then the officer shall be removed from office.
- f. Any member that was voted out of office may run for cabinet again at the next regular spring-time election meeting assuming that the member in question was not removed the month prior.

#### Section 5: Resignation and Officer Replacement

- a. A club officer may resign from their position if they feel that they can no longer complete their duties as laid out in Article VI, Section 2 or if they will be leaving the University or Department.

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<sup>4</sup> A runoff election (also known as the two-round system) is where, after the first vote, no candidate was able to meet the threshold to win the election. This outcome initiates a second vote, between the two candidates that received the most votes during the first round of balloting.

- b. In the case of resignation, the duties of the position will be filled by the president or vice president until at least the next regular meeting. During this interim period, the remaining cabinet will seek nominations for the position from the club. At the next regular meeting a vote shall occur to fill the position according to the rules laid out in Article VI, Section 3.
- c. If an officer has been removed from office, that vacancy shall be filled according to Article VI, Section 3.

#### Section 6: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

### **Article VII – Advisor**

#### Section 1: Duties

The advisor shall:

- a. Provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.
- b. Be responsive to club communications as needed in an advising role
- c. Attend at least one monthly meeting per semester, as well as, attend any special meetings and elections
- d. Be a faculty or staff member of the Department of the Geological and Atmospheric Sciences or meteorology-focused faculty member of the Department of Agronomy

#### Section 2: Method of Selection

- a. The club cabinet shall seek out the department or program chair for suggestions regarding a suitable replacement.
- b. A simple majority of votes at a regular monthly club meeting is needed to approve a new advisor.

- i. The prospective advisor shall not be allowed in the room during the vote

### Section 3: Terms of Service

The advisor of the organization shall serve at their leisure.

### Section 4: Impeachment/Removal

- a. If the advisor is found to be neglecting their duties to the club, as laid out in Article VII, Section 1, they are subject to removal.
- b. A petition for removal must be agreed upon by the entire cabinet. This petition may be presented to the department or program chair if further assistance on the issue is required.
- c. The vote for removal shall follow the guidelines laid out in Article VI, Section 4.

### Section 5: Resignation and Advisor Replacement

- a. The Advisor may resign if they believe they can no longer fulfill their duties as laid out in Article VII, Section 1 or they will be leaving the University or Department.
- b. In the event an Advisor resigns or needs to be replaced, the method of selection shall be the same as described in Article VII, Section 2.

## **Article VIII – Finances**

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of the Graduate Meteorology Club at Iowa State University, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of members at the first meeting of the school year. Dues will not exceed \$20 per semester.
  - i. Dues will be collected by the Treasurer up until the second regular meeting of the school year.
  - ii. Honorary members will not be charged dues.
- d. All expenditures of the club exceeding \$50 shall require a motion and vote for approval at a regular meeting. After sufficient discussion, a simple majority is needed to approve the expenditure.

## **Article IX – Amendments and Ratification**

- a. The amendment process may be initiated by any club member.
  - i. Requests for amendment must be submitted in writing to the club officers
  - ii. The officers must have a majority vote of approval to move the amendment to a general membership vote.
  - iii. Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. The constitution may be amended by a majority vote of club membership present at the meeting.
  - i. Voting will take place at a club meeting.
  - ii. Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
  - i. Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
  - ii. Notification of these changes must be communicated at the next full organizational meeting.

written M. Falk, J. Grams, C. Anderson

9 September 2003

amended A. Clark

10 March 2005

amended J. Hobbs

30 April 2009

restructured and amended by K. Hugeback and S. Luthi

11 October 2022